

Position Requirements Document Cover Sheet**Position Number: 13918****Classification: Career Management Support Specialist, NH-0301-II****Local Title:****Employing Office Location: Orlando, FL****Duty Station: Orlando, FL****Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology)
ASA(ALT)****1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO
STRI)****2nd Div: Project Support Group****3rd Div:****4th Div:**

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Traci A. Jones**Title: Project Support Executive****Signature: //S// Date: 2 Feb 06****Higher Supervisor or Manager:****Title:****Signature: Date:**

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Dr. James T. Blake**Title: Program Executive Officer****Signature: //S// Date: 2 Feb 06****FLSA: Exempt****Drug Test:****Key Position:****Sensitivity: NCS****Reason for Submission: New****Previous PD Number:****Envir. Diff:****Acq Posn Category: A****Acq Career Level: 2****Acq Special Asgmt:****Career Spec – Primary:****Cont Job Site:****Financial Disclosure: [] Public Financial****[] Supervisor [] Manager****Citation 1: OPM PCS Misc Admin & Program Series, GS-0301-Jan 79****Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99****BUS Code: 7777 CL: 1109****Emergency Ess:****OPM Functions Code:****Status: Competitive****Subject to IA: Yes****Mobilization:****Career Prg ID:****CAPL Number:****Acq Posn Type:****Acq Prog Ind:****Career Spec – Sec:****Mobility:****[] Confidential Financial****[X] Neither**

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Project Support Group, Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Career Management Support Specialist, NH-301-II

III. Duties:

Assists the PEO STRI Acquisition Career Management Advocate (ACMA) in the oversight of acquisition training and education of the workforce. Assists with providing timely and coherent information to the workforce on DA policies, programs and initiatives, and the dissemination of guidance. Prepares briefings and assists the ACMA in obtaining data for the Balanced Scorecard measures related to Workforce Development. Manages the Training credit card and provides monthly expenditure reports to the ACMA. Provides assistance in the collection of records for the acquisition workforce members and provides this information to the regional Acquisition Career Manager. Provides a variety of administrative and liaison duties in support of the ACMA program and career management responsibilities.

Provides training and acquisition certification information from catalogs, books, memoranda, DAU files, personnel files and the Internet. Arranges and makes necessary preparations for meetings and conferences in support of training courses, and assists with the course set up and reproduction of classroom materials.

Administers the PEO STRI Total Employee Development (TED) Program. Inputs course and developmental information available to the workforce in TED. Maintains and edits the database and makes changes to employees' properties, such as grade, title, supervisor and office symbol. Tracks and reports on employees' training status. Reviews and validates training invoices.

Uses the Army Training Requirements Resources System (ATTRS) to input report data, generate reports, and enroll students into courses. Assists employees in entering data

into and querying the system. Serves as a liaison between the database managers and PEO STRI employees.

The employee must meet the Defense Acquisition Work Improvement Act (DAWIA) requirements applicable to the duties of the position.

IV. Factors:

Factor: 1. - Problem Solving Level II.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates

meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

Security Clearance and Travel Requirements:

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

Knowledge, Skills, and Abilities (KSAs) for Qualification Purposes

Ability to communicate orally

Ability to negotiate

Ability to communicate orally and in writing

Skill in technical writing

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to work cooperatively as a member of a team

Ability to identify problems and develop innovative solutions

Ability to provide guidance to customers

Ability to interpret and apply rules, regulations, and procedures

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Knowledge of work classifications and the regulatory and statutory restrictions on the expenditures of appropriated and non-appropriated funds

Ability to execute projects and/or studies within established financial and time constraints

Ability to develop and utilize appropriate data collection techniques

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to advise others

Knowledge of the Total Employee Development (TED) program

Knowledge of Army Training Requirements and Resources Systems (ATTRS)

Knowledge of training policies, regulations, and procedures